

AWARDS

If a suggestion is adopted, a monetary or honorary award will be given.

- *Monetary*

Estimated of the first year tangible savings to determine the award

- *Honorary*

Jaded Keepsake

If a suggestion is not adopted, the suggester will receive a "Pocket Buddy Notebook."

EMPLOYEE RECOGNITION

Office should recognize the employee submitting the greatest number of adopted Employee Suggestions each year.



<http://hr.ffas.usda.gov>

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OVERVIEW

The intent of the Employee Suggestion Program is to encourage employee participation to increase the quality of suggestion by:

- Improving the economy and efficiency of USDA operations .
- Making full use of the skills and resourcefulness of our workforce.

ACCEPTABLE SUGGESTIONS

The Employee Suggestion must:

- Be constructive ideas
- Be submitted in writing
- Contribute to the economy, efficiency, or effectiveness of Government operations

Job-related Employee Suggestions may be considered for recognition if the suggestion is:

- Outside the employee's job responsibility or authority to implement
- Within employee's job responsibility, but is so superior that it warrants special recognition

EMPLOYEE'S RESPONSIBILITIES

- Employee shall:
- Submit Employee Suggestion in writing
- Use AD-287 if possible
- Submit Employee Suggestion using bond paper when AD-287 is not available
- Present each idea as a separate suggestion

Employee Suggestion

- What is the present method
- What are the disadvantage to the present method
- What is the proposed method
- What are the advantages or estimated savings

Employees should submit Employee Suggestions through supervisory channels but may submit them to the following:

- Immediate supervisor, branch, or section chief

SUGGESTION MONTH

JULY

has been designated
Employee Suggestion
Month



Think About IT



**"Bright Ideas Are The KEY
to Our Success**